

West Lafayette Parks & Recreation Department

Staff Management Report

Monday, October 19, 2015

1. Upcoming Program Dates:

- 10/24: Last day of 4,5,6th grade Volleyball @ Happy Hollow School
- 10/28: Last regularly scheduled Farmer's Market (@ Cumberland Park).
- 10/31: Drinking fountains, restrooms turned off to prepare for cold weather.
- 11/16: Basketball for 2nd & 3rd graders begins @ Cumberland School Gym
- 11/25: Farmer's Market for Thanksgiving
- 11/27: Riverside Skating Rink to open

2. Pennie Ainsworth, Assistant Superintendent's Report

- ADA Items
 - I am working on an "Other Power-Driven Mobility Devices" policy for use in our parks and facilities. A ruff copy will be presented at our next ADA Committee meeting on October 22. Once approved by the committee I will bring to the Board for review and approval.
 - Precision Concrete has completed removing trip hazards and joint filling in front of the Lilly Nature Center, Paula R. Woods Park, Lincoln Park, Happy Hollow Park (shelter #1), Tommy Johnston Park, and Morton for a total of 495 feet of trip hazards ground down and 208 feet of joint filling caulked. Community Block Grant Funds will be used to pay for the work.
 - Working on our Self-Evaluation and trying to organize Priority 1,2,3,4, PROWAG (Public Right of Way Accessible Guidelines) and Recommendation for all our Parks and Facilities to come up with a time line when items will be completed.
 - I have met with Tim Clark, the City's ADA Coordinator and he is helping me with ADA items in Tapawingo Park. We will be using Redevelopment Funds to make any corrections
- Web Page: The City is updating their web page. I am attending meetings in Cheryl's absence. We will have two hot buttons on our page, one for program registration and the other for shelter reservations once we have online registration is installed.
- Arni Cohen Softball Fields
 - Senior Softball finished their season on Tuesday, October 13. They are having an 89th Birthday celebration for Sam Broccolo on Thursday, October 15.
 - Mr. Fence-It has started fixing the fence at the fields. They have taken off the fence fabric, had a tow truck come in and pull the bad post, jack-hammered off the old concrete, will reset the post and pour new concrete and reconnect the fabric. When they pour the concrete this time they will make it look like and upside down mushroom to try and keep it from heaving again. They will be replacing section of the fence that have been hit by objects. Redevelopment Funds are paying for the repairs.
- Global Fest: We are meeting on Friday, October 16 at the Stewart Center to look over the site for next year's event.
- I attended both sessions of the "Enhancing the Value of Public Space's that the Purdue Extension put on for our Department. I also participated in interviews for consultants who will doing our 5-year Master Plan.
- Soccer at Cumberland Park ends their fall season on October 18.

3. Chris Foley, Recreation Director's Report:

- Grade School Volleyball program for grades 4, 5 & 6 will be complete on Saturday, Oct. 24. Jenna Putt, a Happy Hollow School teacher, is coaching the volleyball program. 25 children have enrolled in the program being held at Happy Hollow School.
- I attended a RecTrac users group meeting at Purdue's Cordova Rec Center (formerly the Co-rec). RecTrac is our registration software program. We have scheduled a major upgrade to our recreation software that will take place in the October of 2016.
- I represented the Department at the Farmers Market on Sept. 30.

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- Sue Mattern, the Pool & Ice Rink manager retired after nearly 13 years of full time employment and several part-time years. Sue will be difficult to replace but “the show must go on” so we have begun hiring rink staff. Sharpening skates is the first order of business to prepare for ice skating season.
- I have begun researching the use of First Class bulk mail to have a better delivery time for our brochures with our class information. Bulk mail has 18 days for delivery and First class has a 3 day delivery. Post office staff will be sending me more information.
- Our recreation software was switched to a new server. Jeremy Wheeler with the City’s IT department handled the changeover.

4. Bess Witcoskey, Morton Center Director:

- **Family Fun Day** was a great success! Over 700 people attended.
- **Boilermaker Half Marathon** packet pick up was held at Morton on Friday, Oct. 16th. The Development Department funded the creation and printing of Morton postcards to stuff in 1500 of the packets. The postcards will be on the table at Park Board.
- **Winter Spring Brochure 2016** Brochure proposals have been submitted by instructors. Morton will have 4 new instructors to add to our programming lineup. They are:
 - Van Stokes: Dancing to the Oldies Fitness
 - Susan Doster: Egg Tempera and Pan Pastels
 - Jan Alm: Exploring your Psychic Abilities
 - Niches w/ Brooke Criswell: Native Gardens, Invasive Species, and Controlled Burns

5. Jon Munn, Parks Director Report:

- I have been working with Nick Schenkel and Daphne Koch with Purdue Building Technology dept. to build and install 3-4 Little Free Libraries in WL parks.
- The Pool leak detection is complete and a full report has been created by American Leak Detection as to the repairs to be made in the spring before the pool opens.
- The pool is now fully winterized for the winter season.
- All repairs to the rink dasher boards are complete, we will be working on details of opening the facility for November 27.
- Met with Tim Clark to estimate the cost of bringing Indiana American Water line to house and shop. We also plan to estimate the cost of bringing Vectren gas service to house and shop.
- October 7 called Huston Electric to locate the underground electrical lines on the north and south softball fields at Cumberland park for fence repairs.
- October 3 the first section of erosion control measures was completed by the Purdue CEM club on the trolley line trail at Happy Hollow, we will continue to work on trail erosion as long as the weather cooperates.
- We have been working to organize our building materials stored at the Barn facility, Stone and mulch and ballfield ag lime.
- October 9 mowed the median of the last section of Cumberland Ave. project, also applied weed preventing chemicals to planted bed area in median. This was done to assist the Engineering dept. and have things looking good for a ribbon cutting ceremony later in the month.
- The Barn siding project is under way and should be complete by October 23
- The demolition of the Parks property at Salisbury St. and Kalberer Rd. is complete. This project went very smoothly.
- The Basketball court at Cumberland Park re sealing and striping is complete.
- Made repairs to Happy Hollow front entry gate due to being hit by car.
- Removed a large fallen tree in the drainage ditch at Happy Hollow

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- Registered for upcoming Playground Certification course in Carmel IN 11/11-11/13
- Working to install durable wood siding on south end of barn at mulch containment area.
- The Maintenance dept. is in full swing of prepping to winterize all parks properties and equipment for the winter season

6. Dan Dunten, Stewardship Director's Report

- **Building Towards Our Master Plan:** Jan and I met a few times with Purdue Extension staff to discuss their "Enhancing the Value of Public Spaces" program and how it could benefit the development of our department's Master Plan. As a result of these discussions, we set up two public input meetings that included several of our stakeholders. I managed the e-mail list utilizing input from staff, which ended up being about 150 invitees. The two meetings went well and the Purdue staff will now compile and decipher the information for us. From here, a survey will be developed.
- **Cattail Trail Inspection:** The city's Engineering Department asked me to assist with the inspection of the new section of Cattail Trail between Cumberland Ave. and Yeager Rd. This involved looking at the trees, mulching, grading, seeding and sodding. We made a list of items that needed to be corrected.
- **Bicentennial Tree Planting Committee:** I was asked to be West Lafayette's representative for this county-wide ceremony. We met and the plans are to plant a Tulip Tree at the Courthouse on Arbor Day (April 22). Both mayors, the county commissioners and other local politicians (along with youth) will be involved with this program.
- **Purdue Landscape Architecture Class:** An instructor asked me to meet with the students at a site in the Northwestern Heights neighborhood that could be developed into a small park. I was to provide them with ideas and a framework from which to work on a design. At the conclusion of the project each person was to show me their vision on how the area could be landscaped, then I was to critique each one.
- **Environmental Education Workshop:** One of the state coordinators for this workshop asked me to attend and provide feedback on how this whole area of environmental education could be expanded and improved across Indiana. I will now be serving on a sub-committee to work on this in more detail.
- **Parks Beautification:** My staff members are doing a great job cleaning up the parks and the landscape beds. We got behind because of a vacant position, but we are gradually catching up.
- **Trail Mulching:** On October 10, volunteers from Alpha Sigma Phi spread mulch on trails at the Celery Bog Nature Area and on October 18, approximately 50 students from Phi Gamma Delta also came to the Nature Area to spread mulch. We appreciate their assistance.

7. Janet Fawley, Park Superintendent's Report:

- The trail from Morehouse Road to Trailhead Park on Kalberer Rd is now open.
- Working with Michael Susong on a presentation for IPRA Conference on Stormwater Preparations.
- TL Kincaid has begun work on Office siding.
- RDC Budget 2016 meeting held; Parks Projects were very adequately funded.
- Working with Parks Foundation to begin efforts to re-energize the foundation's purpose.
- Leadership Lafayette, Class #45 was about "How government works"
- Participated in WREC 9/24 meeting
- Enhancing the Value of Public Spaces meetings were held – approximately 50 persons were in attendance. Good input/ engagement from the public. Results are being tallied.
- 4 consulting firms were interviewed to do the master plan. Results to be announced at Board meeting.
- Global Fest Meeting being held on 10/16 at Purdue's Stewart Center.

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- Non-Reverting Capital Pool Fund has been discontinued, and funds were transferred into the Parks & Recreation Fund for general use.

8. Larger Projects **completed this year to date:**

- ✓ Riverside Ice Skating Rink repairs(CCD R/M services)
- ✓ Tapawingo Park Public Art(Complete)
- ✓ Tractor repair (CCD)
- ✓ Basketball courts to be resealed lines(CCD funds)
- ✓ Pool leak determined(NR Capital Pool Fund which transferred to Parks & Rec fund)
- ✓ 10/9: Former Parks Director house demolished
- Morton Center Mirrors for Rms 202 & 206 (NRO Fund)
- Morton Center Parking Lot to be resealed / striped
- ADA Works @ Tapawingo (RDC Funds)
- Playground Safety Surfacing at all playgrounds(CCD Funds)
- Happy Hollow Ravine Trail (RDC Funds)
- Celery Bog Nature Area Sign/Public Art (RDC)
- HH Maintenance Building-Modine Heater (CCD fund)
- Cumberland Barn siding (RDC funds)